



# **JOB OPPORTUNITY**

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **ACCOUNTING ADMINISTRATOR I, SUPERVISOR**

**\$5,079 - \$6,127**

**ACCOUNTING SERVICES BUREAU  
SACRAMENTO**

### **RESPONSIBILITIES:**

Under the general supervision of the Accounting Administrator III (Chief of the Accounting Services Bureau), this position is responsible for providing direction, establishment of policies and procedures impacting the maintenance, reporting and financial records relating to the Accounts Receivable Section in the California Department of Insurance. Specific duties are as follows:

- Plan, organize, and direct the workload for the Accounts Receivable Section.
- Manage the Accounts Receivable system (Oracle) to ensure all invoices are timely and properly prepared and sent out.
- Ensure all revenue is properly recorded to the appropriate accounts in the California State Accounting and Reporting System (CALSTARS).
- Ensure all reconciliations are performed timely and accurately.
- Assist in developing and implementing the necessary policies and procedures to maintain proper internal controls.

### **DESIRABLE QUALIFICATIONS:**

- Strong supervisory and organizational skills.
- Knowledge of accounting principles and procedures, governmental accounting and budgeting, and CALSTARS.
- Excellent oral, written and analytical skills.
- Excellent interpersonal skills.
- Ability to make sound decisions and recommendations.
- Ability to work effectively under stressful situations.
- Ability to manage multiple tasks concurrently and efficiently.
- Good attendance.

### **WHO MAY APPLY:**

Applications will be accepted from current State employees at the Accounting Administrator I, Supervisor level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

**DO NOT SUBMIT APPLICATIONS TO THE CalHR** 12/18/12 tb

**AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF  
RACE, COLOR, CREED, NATIONAL ORIGIN  
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION,  
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### **APPLICATION PROCEDURE:**

Send a completed standard State of California application to Tina Brown, Human Resources Management Division, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814.

**Please indicate "Accounting Administrator I, Supervisor #413-192-4549-003" on the State application.** For additional information, please call (916) 492-3351 or e-mail [Tina.Brown@insurance.ca.gov](mailto:Tina.Brown@insurance.ca.gov).

**FINAL FILING DATE:** December 28, 2012 – Close of Business (5:00 p.m.)

**NOTE:** Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.

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